
Electricity Use in Work Station and Common Areas- Operational Control -02

A. Significant Environmental Aspect:

Use of electricity in operation of computers
Use of electricity in the illumination of office space

B. Activity group:

Operation of computers;
Illumination of office space & cubicles

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Date: See footer below

1. Title: Electricity Use in the Workstation and Common Areas - Operational Control

2. Activities (and corresponding written controls, where applicable): EPA owns and operates approximately 1200 computers in work stations in the Philadelphia office.

Many of the common areas of the office are equipped with motion detectors that automatically turn the lights on when they sense the movement and shut off the lights when no motion is detected for a set period of time. Task lighting and PCs in work stations must be manually turned on and off by the occupants.

3. Operational Controls such as technological, operational, procedural (and corresponding written controls, where applicable):

- The Computer Services Branch is responsible for ensuring that only energy efficient computers and printers, with power conserving features, are specified for any new equipment that is purchased.
- The Computer Services Branch is responsible for ensuring that the “sleep” functions are enabled on all PCs placed into service.
- Occupants of the US EPA Mid-Atlantic Region 3 office building space are responsible for turning off their computers and task lighting at the end of the day and when they will be away from their work station for an extended period of time (i.e. two or more hours).
- Occupants should first turn off their CPU by clicking on “Start” in the lower left hand corner of the screen, then click “On”, “Shutdown”, “Shutdown” and “OK”. Finally, occupants should turn off the power button on their monitor.
- Occupants should not disable the “sleep” function default settings of the computers in their work station.

4. Maintenance plan(s) for the operational controls and actions to be taken if controls fail:

The EMS representatives will periodically perform surveys to check that occupants are turning off their task lighting and computers at the end of each day. The cubical number where lights and/or the computer is left on will be recorded for future reference.

The Chief of the Computer Services Branch calculates the cost savings from specifying and enabling energy conservation measures in computer equipment on a year to year basis.

If occupants experience any problems related to the power management feature on monitors, the Computer Services Branch Help-desk should be called for assistance at (215) 814-2222.

If occupants notice any malfunctioning motion detectors they should report them to the Facilities Management Services Branch at (215) 814-5999.

Through email messages occupants will periodically be reminded to turn off their task lighting and computers at the end of each day.

If this OC fails we will investigate and install additional controls and provide retraining as necessary.

5. Corresponding Environmental Management Program:

The Electricity Use Environmental Management Program (EMP) EPA-R3-EMP-02-00

<http://www.epa.gov/region3/ems/EMPs/emp-2.pdf>

6.1. Record(s):**6.2. Person Responsible and Record Location:**

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Computer & Task Lighting Survey	Chairpersons of EMS Building Work Group
Calculation of Cost-Savings from Sleep Mode Feature	Chief of Computer Services Branch
Monitor Power Management	EMS Coordinator
Emails and other training records	EMS coordinator
	Records will be retained according to Procedure O Records Management.
7. Responsibilities: (a. to ensure controls are in place; b. to ensure controls keep working; c. to take action when controls fail; d. to create and keep records relative to operational controls)	
7.1 Title	7.2 Responsibility
Chief of Computer Services Branch	In regard to the power management feature for monitors, responsible for a-d (listed above).
Chairpersons of EMS Building Work Group	In regard to turning off computers & task lighting, responsible for a-d (listed above).
Chief of Facilities Management and Services Branch	In regard to motion detectors or other common area lighting, responsible for a-d (listed above).
8. Competence of operators on the basis of training, education or experience:	
8.1 Title	8.2 Competence
Occupants of the 1650 Arch Street building	During the training period of new occupants, first line supervisors should inform new occupants about sleep mode, and turning off computers and task lighting at the end of the day.